

Checklist – Removing “Internship Required” Statement from a Rules 46-47 License

IT IS NOT NECESSARY TO APPLY TO HAVE THE INTERNSHIP STATEMENT UPDATED. THE INTERNSHIP SIGNATURE ON THE BACK OF THE LICENSE SERVES AS VERIFICATION THAT YOU HAVE COMPLETED THE INTERNSHIP. THE STATEMENT WILL BE UPDATED TO “INTERNSHIP COMPLETED” WHEN YOU RENEW OR ADD AN AREA TO YOUR CURRENT LICENSE (IF YOUR ORIGINAL LICENSE IS SUBMITTED ALONG WITH APPROPRIATE MATERIALS).

- Complete the entire Application for a Duplicate Indiana Educator License, [Form 46701](#)
- Attach a \$35.00 cashier’s check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Submit a copy, front and back, of your license with the back signed by an administrator to verify you have completed the Beginning Educator Internship. Another option is to submit a letter from an administrator verifying you have completed the Beginning Educator Internship. The letter must be original and on official school letterhead.
- If your license has been lost or destroyed, attach a copy of your license information from the Indiana [Educator License Lookup](#).

Mail the completed forms and materials to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798